



Malaviya Mission Teacher Training Centre
[Established by University Grants Commission, Ministry of
Education, Govt. of India]

Advertisement No. CUPB/24-25/002

Dated: 27.06.2024

Detailed Information

Malaviya Mission Teacher Training Centre at Central University of Punjab invite applications for Three Support Staff on Contract basis.

The details of the staff members to be hired are as follow:

Sr. No.	Name of the Post	Number of Vacancies	Consolidated Remuneration per Month (In INR)
1	Project Assistant	1-UR	35,000/-
2	Computer Assistant	1-UR	30,000/-
3	Support Staff	1-UR	22,000/-

- **Date of Advertisement** of the Contractual Vacancies: **27th of June 2024.**
- **Link for Online Application:** <https://cupnt.samarth.edu.in/>
- **Last Date** of the Receipt of Online Application: **23rd of July 2024 till 10:00 AM.**
- **Mode of Receipt of Applications:** Through **Samarth Portal** (Only Online Applications submitted through Samarth portal will be accepted).
- Date of Conduct of **Walk-in-Interview:** **23rd of July 2024 (Tuesday).**
- **Date, Time & Venue of Conduct of Walk-in-Interview:** Vice Chancellors Conference Hall at Central University of Punjab, VPO: Ghudda, Bathinda, Punjab - 151401 on **23rd of July 2024 from 10:00 AM onwards.**
- **Duration of the appointment:** The appointment will be **initially for one year**, subject to extension or renewal based on the performance assessment of the respective staff member/s, and recommendation and approval of the competent authority.
- **Nature of the appointment:** The appointment will be **on contract basis only and it is purely temporary in nature.**

Note:

1. *Selected candidates will be intimated by e-mail or Phone.*
2. *No TA/DA will be paid for attending the Walk-in-interview.*

Eligibility Criteria & Other Details

(A)

Name of the Post	Project Assistant (UR)
No. of Post	1 (One)
Essential Qualification	<ul style="list-style-type: none">• A Bachelor's Degree in any discipline from any recognised Institute/ University.• Proficiency in Computer Operation (MS Office), Noting, and Drafting.• Language proficiency in Hindi and English & good communication skills.
Upper Age Limit as on 27.07.2024	<ul style="list-style-type: none">• 35 Years (Relaxation in upper age limit to the SC/ST/OBC/PwD/Ex-Serviceman etc. candidates will be given as per Govt. of India rules)
Consolidated Remuneration per Month (In INR)	<ul style="list-style-type: none">• 35,000/-
Desirable Qualification	<ul style="list-style-type: none">• Past Experience in similar/relevant work area/s.

(B)

Name of the Post	Computer Assistant (UR)
No. of Post	1 (One)
Essential Qualification	<ul style="list-style-type: none">• A Bachelor's Degree in Engineering/Technology in Computer Science & Technology/ Information Technology from any recognised Institute/ University.Or• Master's Degree in Computer Science/Technology/MCA from any recognised Institute/ University.
Upper Age Limit as on 27.07.2024	<ul style="list-style-type: none">• 35 Years (Relaxation in upper age limit to the SC/ST/OBC/PwD/Ex-Serviceman etc. candidates will be given as per Govt. of India rules)
Consolidated Remuneration per Month (In INR)	<ul style="list-style-type: none">• 30,000/-
Desirable Qualification	<ul style="list-style-type: none">• Proficiency in computer operation (MS Office), Noting, and Drafting.• Knowledge of computer software related with graphics designing (Photoshop, and CorelDraw etc.).

	<ul style="list-style-type: none"> • Past Experience in similar/relevant work area/s.
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(C)

Name of the Post	Support Staff (UR)
No. of Post	1 (One)
Essential Qualification	<ul style="list-style-type: none"> • 10th Pass from a recognised Board. • Working knowledge in computer operation (MS Office). • Ability to do noting and drafting work.
Upper Age Limit as on 27.07.2024	<ul style="list-style-type: none"> • 30 Years (Relaxation in upper age limit to the SC/ST/OBC/PwD/Ex-Serviceman etc. candidates will be given as per Govt. of India rules)
Consolidated Remuneration per Month (In INR)	<ul style="list-style-type: none"> • Rs. 22,000/-
Desirable Qualification	<ul style="list-style-type: none"> • Past Experience in similar/relevant work area/s.

GENERAL INSTRUCTIONS:

- 1) The hiring on these posts will be on contractual basis only and the appointment will be purely temporary in nature. The selected candidates shall have no right to claim for regularization in the University.
- 2) The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for the interview.
- 3) Applicability of reservation and age relaxation will be as per the Government of India rules.
- 4) Wherever the number of applications received in response to an advertisement is considerably more and in case it does not seem feasible or convenient to interview all the candidates, the University at its discretion, may restrict the number of candidates to a reasonable limit on the basis of merit in terms of the qualifications, and experience higher than the minimum prescribed for the post.
- 5) The process of selection may include a Skill Test/Presentation/Interview or a combination of all.
- 6) The University shall process the applications entirely on the basis of information/documents submitted by the candidates. In case the information/documents are found to be false or incorrect, the responsibility and liability shall lie solely with the candidate and the candidature of such candidate will be rejected even after the selection.
- 7) Before applying for a position, applicants are advised to go through the advertisement carefully and check their eligibility. No enquiry in this regard will be entertained.

- 8) All correspondence from the University including interview letter (if any), shall be sent only to the email address provided by the applicant in the online application form.
- 9) Any addendum/corrigendum (if any) to this advertisement, will be uploaded at Central University of Punjab website only.
- 10) The applicants are advised to check the university website regularly for updates.
- 11) Canvassing in any form will be treated as disqualification.
- 12) Incomplete applications in any respect shall be summarily rejected.
- 13) The University reserves the right to revise/reschedule/cancel/suspend/withdraw the recruitment process in part or full without assigning any reason. The decision of the University shall be final and no appeal in this regard shall be entertained.
- 14) In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the University reserves the right to modify/withdraw/cancel any communication to the applicant or hiring made in this regard.
- 15) In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
- 16) If the service of any candidate is not found satisfactory, his/her services may be terminated without assigning any reason to him/her.
- 17) All candidates must possess a valid ID to be allowed to appear in the Walk-in-Interview.
- 18) University will not provide any Travelling Allowance or Accommodation to the candidate for attending the interview.
- 19) University will not provide any accommodation to the hired candidates. Candidates will have to arrange the accommodation at their own and university will not reimburse/pay any HRA.
- 20) In case of disputes/suites or legal proceedings against the University, the Jurisdiction shall be confined to the Court of Bathinda or Punjab and Haryana High Court Chandigarh only.

Registrar